ZOOM INSTRUCTIONS for VM502 FINAL CLIENT INTERVIEW

For the final client interview, every student must create a Zoom meeting for their own one-on-one simulated client encounter. To do so, please follow the instructions below. Thank you!!

**BEFORE FINAL CLIENT INTERVIEW:**

1) **Accessing Zoom**
   a. Open Zoom application on your device
   b. Click Sign in
   c. Click sign in with SSO
   d. Type WSU so the full address is wsu.zoom.us
   e. Use WSU credentials to sign in

2) **Creating a Meeting**
   a. Click “Schedule”
   b. Label the meeting with: VM502 – [FirstName LastName] (ex., VM502 – Butch Cougar)
   c. Schedule individual meeting for your assigned date and time
      i. See VM502 student webpage for final client interview date/time assignment
      ii. For meeting duration, TYPE in your assigned start time (because the drop-down menu has limited options) and end time which is 20-minutes after your assigned start.
   d. Under Security, confirm that passcode and waiting room are UNselected
   e. Turn video “On” for both host and participants
   f. Select Telephone and Computer Audio for Audio
   g. Click Advanced Options drop down
   h. Select Automatically Record Meeting
      i. Select In the Cloud
   i. Press Save button.

**Example:**

![Zoom Meeting Scheduling Interface]

3) **Sharing Meeting Credentials**
   a. Click meetings tab at the top of the Zoom application
b. Click **copy invitation**

![Image of Zoom meeting creation process]

**VM502 - Butch Cougar**

10:00 AM - 10:30 AM  
Meeting ID: 989 6343 3096

- **Start**  
- **Copy Invitation**  
- **Edit**  
- **Delete**  
- **Join from a Room**

**Show Meeting Invitation**

![Image of Zoom meeting creation process]

c. Create an email addressed to **cvm.sbe.resource@wsu.edu**
   
i. Email subject line **must** read: VM502 – [FirstName LastName] (ex., VM502 – Butch Cougar)

d. Paste your zoom meeting link and meeting ID number in the email and send.
   
i. Reminder: if a passcode is generated for your meeting, that means the meeting parameters have been set incorrectly and will need to be redone.

e. Deadline: SBE staff must receive your zoom meeting link and meeting ID number **no later than Wednesday, October 27, 2021.**

**DURING FINAL CLIENT INTERVIEW:**

1) **Accessing Zoom**
   
a. Open Zoom application on your device  
b. Click Sign in  
c. Click sign in with **SSO**  
d. Type **WSU** so the full address is **wsu.zoom.us**  
e. Use WSU credentials to sign in

2) **Starting Your Final Client Interview Zoom Meeting**
   
a. Click the **meetings** tab at the top of the Zoom application window  
b. Take a breath, you've got this!  
c. Click “Start”  
d. Before initiating the interview, doublecheck your meeting is being recorded
   
i. A red dot accompanied by the word “recording” should be visible in the upper left-hand corner of the application window. If not, click the **Record** button located at the bottom of the window so that the red dot appears above.

e. Begin your client interview any time after your assigned start time.
   
i. You do not need to begin at the exact time you were assigned, but you may **not** begin early.
   
f. You are allotted up to 20-minutes for your interview – you do not need to use the entire 20-minutes, but you may not exceed that limit.

**IMMEDIATELY AFTER FINAL CLIENT INTERVIEW:**

1) **Sharing Your Recording with SBE Staff**
   
a. Once the meeting has ended, the video will be uploaded to the cloud. When complete, an email will automatically be sent to your WSU email account
   
i. Please note it can take up to an hour to receive your email.
b. When your email arrives, open it, and click the link labeled “For host only.” Sign into your Zoom account to view Recordings.

c. Locate and click “Share” button next to your recording:

d. Next, set the parameters as shown below including selecting Viewers can download

![Share Recording](image)

Click “Copy Sharing Information” and paste in email to cvm.sbe.resource@wsu.edu.

i. Email subject line must read: VM502 – [FirstName LastName] (ex., VM502 – Butch Cougar)

f. SBE staff will confirm that your video link is working properly and then share your recording with up to two peers and a coach with whom you will work during Part II of the VM502 assessment: Video Review.

g. Deadline: SBE staff must receive your recording the same day as your final client interview.

*If you have technology-related questions that cannot be addressed by reviewing the various manuals available on the course website, please email our IT specialist Stacy Schauls @ stacy.schauls@wsu.edu

**For urgent IT assistance regarding the final client interview, please call the WSU CVM Help Desk (509-335-0101) and ask for Stacy.